



Human Resource Services

Within the first week you and/or your Supervisor will:

First Week Checklist
Review your job description, role, responsibilities, and expectations.
Receive work assignments including deadlines and available resources.
Review with your Supervisor the performance evaluation process with you (Performance Development Planning Phase form for <i>Classified staff</i>).
Review and acknowledges the required policies and procedures (located at the New Employee Onboarding link at my.evergreen.edu)
Review unit and College policies / procedures that directly relate to the work of the position.
Your Supervisor may want to describe how the position fits into the College including divisional structure and educate the new hire on the college in general including student FTE, maps, surrounding area, etc. Provide College websites that might be useful to review.
Schedule a reoccurring check-in or update meeting for the first few weeks or months.
Review the appropriate Collective Bargaining Agreement (if applicable).
Your Supervisor will explain roles of other unit / College staff that have a connection to the position.
Your Supervisor will schedule you to reoccurring meetings and include you in upcoming events / activities.
Your Supervisor will ensure essential training has been completed and/or is on schedule to be completed.
Your Supervisor will discuss inclement weather / suspended operations, convey if the position is required during any/all closures, and introduce the e2Campus option.